

#### This document includes:

- (1) Information on how to access LabPhon 17 materials on Dropbox;
- (2) Instructions on how to make comments on these materials;
- (3) Guidelines for making comments and asking questions.

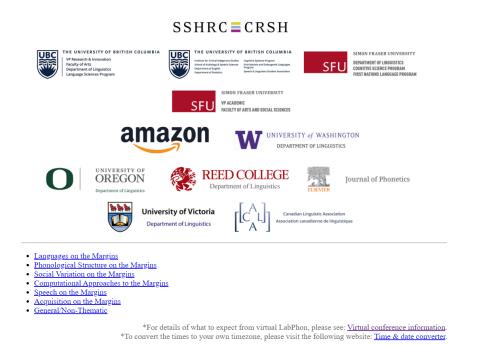
# **Instructions for accessing LabPhon17 materials**

1. To access LabPhon17's master programme page, you will need to use the link that is provided in the email you received about accessing presentation materials (subject line: "How to access presentation materials for LabPhon 17" if you registered before June 23rd; otherwise, this is in your registration confirmation e-mail). Once you click on the link to the master programme, you will be prompted to enter the master programme password that was provided in the same email.

Enter the provided password into the box when you are directed to a page like the one below.



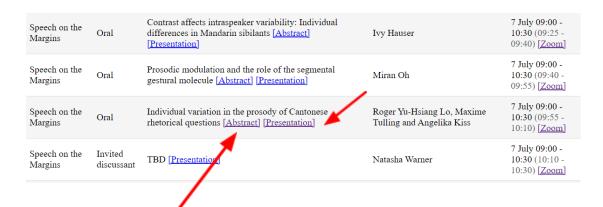
2. You will land on the master programme page (one that looks like the one shown below) once the correct password is entered.



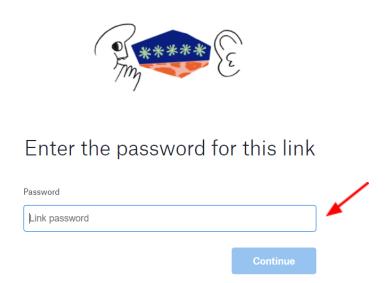
3. On this master programme page, you can search for presentations based on theme, type (oral, poster, invited/honorary discussant), title, and author name. The programme has links to abstracts and presentations (next to the title of the presentation), and links to Q&A sessions (via Zoom and Blackboard Collaborate Ultra).

Abstracts can be accessed using the links on this page when you click on the "Abstract" link next to a presentation name. (You will not need to provide a password to access abstracts)

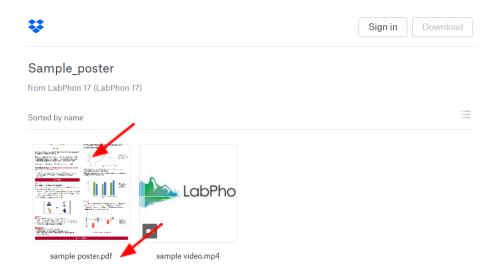
To view a presentation, use the "Presentation" link that is found next to the title of the presentation you wish to access.



4. Once you click on the presentation link, you will be directed to a Dropbox link which will prompt you for a password. Enter the password that was provided (Password to Dropbox folders) in the "Link password" box to gain access to the presentation.

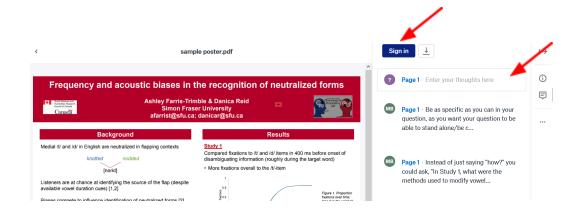


5. Once you see the Dropbox folder, you can view materials by clicking directly on the *file* name (e.g., sample poster.pdf) or *preview image* of the file you wish to view.

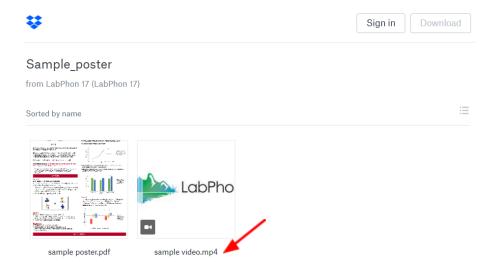


6. Once you click on the file, you will be able to view the presentation directly from your browser. Please note that presentation materials are <u>not generally available for download</u>. On this page, you will also be able to <u>make comments</u> and ask questions once you sign in to a Dropbox Account.

(Instructions on creating a temporary, free dropbox account for LabPhon 17)



7. You can also watch video presentations directly from the Dropbox page by clicking on the file name.



Please click on the **play video** buttons to view videos from your browser.

The play video button is located either:

(1) in the *middle* of the video panel



(2) or on the **bottom left corner** of the video panel



6. You will also be able to <u>make comments or ask questions</u> about video presentations using the "**Enter your thoughts here**" box after you sign in to a Dropbox Account. With video presentations, you can choose to comment before or after you watch a video or choose to make comments at specific time points of the video.

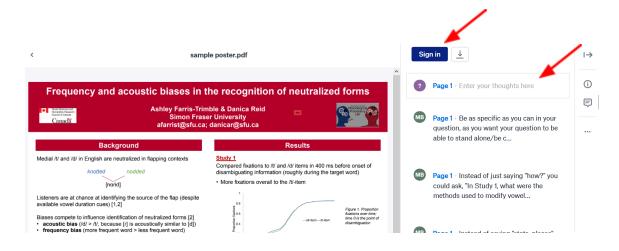


**Note**: Please contact us at <a href="mailto:labphon.17@ubc.ca">labphon.17@ubc.ca</a> if you encounter problems with viewing materials online or have difficulties streaming videos.

## **Making Comments and Posting Questions on Dropbox**

1. You can make comments or post questions about a presentation by using the "Enter your thoughts here" box found at the right hand corner of the browser. As previously mentioned, you must be signed in to a Dropbox account to make comments or to ask questions.

You can sign in using the "sign in" button found on the top right corner.



You will also be able to make comments or ask questions about video presentations
using the "Enter your thoughts here" box. With video presentations, you can choose to
comment before or after you watch a video, or choose to make comments at specific
time points of the video.



**Note**: Comments and questions will be *visible* to everyone who views the materials (including the presenters), so please use this function as a way to <u>ask respectful questions</u> rather than personal comments. Our question managers will be keeping track of the questions for the oral and invited speakers, to be asked live during the Q&A sessions.

If you prefer not to create or sign in to a Dropbox account or to post your questions, you may also ask questions directly <u>during the live Q&A sessions</u> (July 6-8, 2020).

### **General Guidelines for Making Comments and Asking Questions**

1. When asking a question, try to remember to provide your name and affiliation at the end of the post.

### Example:

"In Study 1, what were the methods used to modify vowel length and what acoustic features were manipulated?" (Molly Babel, UBC Linguistics)

2. Be as *specific* as you can in your question, as you want your question to be able to stand alone/be comprehensible in an oral Q&A.

#### Example:

Instead of just saying "How?" you could ask, "In Study 1, what were the methods used to modify vowel length and what acoustic features were manipulated?" (Molly Babel, UBC Linguistics)

Instead of saying "stats, please", you could say "It would be good to know the nature of the statistical analysis in the results of Study 1. What tests were performed?" (Molly Babel, UBC Linguistics)

3. Please remember to follow the <u>LabPhon 17 Code of Conduct</u> in all your online interactions.